

Rules of Judicial Administration

Rule 4007. Request for Transcripts

(A) Requests for transcripts shall be set forth on the standardized [Request for Transcript Form](#) available online at www.buckscounty.org/CourtServices. The form is also available from the following offices: Prothonotary, Domestic Relations Prothonotary, Clerk of Courts and the Register of Wills/Clerk of the Orphans' Court. Once completed, the Request for Transcript Form shall be submitted to the Chief Court Reporter.

(1) A request for transcript may also be made by contacting the court reporter present at the proceeding directly or by contacting the Chief Court Reporter by telephone, in writing or by email

(2) A request for daily, same-day or expedited transcription shall be submitted to the Chief Court Reporter at least ten (10) days prior to the scheduled proceeding. In the event of an emergency, a party may request, by oral motion, a daily, same-day or expedited transcript. The request will be accommodated when it is feasible for the court reporter to produce the transcript within the allotted period of time, and upon approval of the trial judge and the Chief Court Reporter.

(B) Upon receiving a request for a transcript:

(1) the court reporter shall, within 24 hours of receipt of said request, determine the number of copies being ordered by contacting all counsel and/or self-represented parties; and

(2) the court reporter shall send the ordering party or parties, via email or regular mail, the standardized Transcript Order Form. The Transcript Order Form shall include the estimated number of pages, the page rate and the estimated total cost of the transcript.

(C) The requesting party or parties shall make a non-refundable deposit in the amount of 95% of the estimated cost of the transcript. The deposit shall be paid by money order, certified check or law firm check made payable to the County of Bucks.

(1) The deposit, along with the completed and signed Transcript Order Form, shall be delivered to the Court Administrator's Office, 100 N. Main Street, Doylestown, Pennsylvania, within seven (7) calendar days from the date of receipt of the Transcript Order Form.

(D) The court reporter shall prepare the transcript upon direction of the Chief Court Reporter.

(E) The court reporter shall notify all ordering parties and the Chief Court Reporter upon completion of the transcript and provide the completed transcript to the trial judge for signature.

(F) The court reporter shall deliver the original transcript to the appropriate filing office and distribute copies to all ordering parties upon payment of any balance owed.